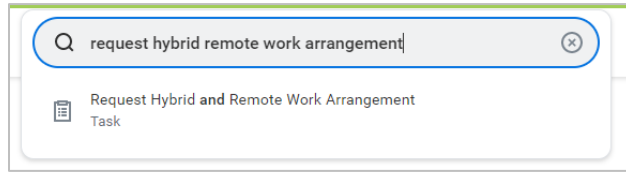


Hybrid and Remote Work Arrangements Employee Tasks

Type 'request [hybrid remote work arrangement](#)' in Workday search bar and select the task.



Start Date: Enter the start date of the arrangement. Date must be on or after current date.

Proposed End Date: Please enter the last day of the current fiscal year (ex. 06/30/2024) in the field unless your employment or this agreement are scheduled to end earlier.

Type: Click the drop-down field to select your arrangement type.

If Hybrid is selected, additional details are needed:

- Days per Week – enter the number of days you will be on-campus per week
- Days of the Week – select the days you will be on-campus per week from the drop-down list

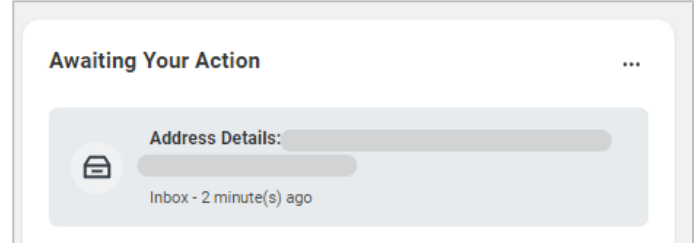
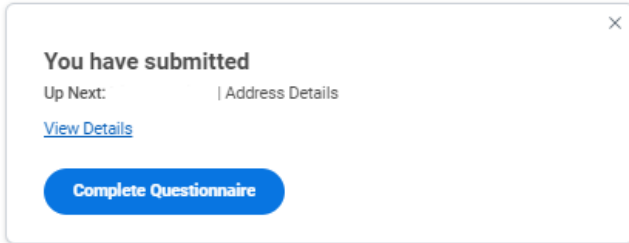
If you are currently on an approved Remote Arrangement and are requesting to continue, select 'Request Annual Agreement Renewal'.

Click Submit.

Hybrid and Remote Work Arrangements Employee Tasks

Once the task is submitted, you will be directed to complete a questionnaire.

Click the 'Complete Questionnaire' task from the pop-up *or* Select the 'Address Details' task from your inbox



Enter the address where you will be performing your hybrid/remote work on the questionnaire. The address must be in the following format: **Street, City, State Abbreviation, Postal Code**

Example:

2 College Street, Providence, RI 02903

Complete Questionnaire

'Hybrid & Remote Work Agreement Address Details' for Request Hybrid and Remote Work Arrangement:



Hybrid & Remote Work Agreement Address Details

Please indicate the location where your **off campus** hybrid/remote work will be performed. It must be in the following format:

Street, City, State Abbreviation Postal Code

Example:
2 College Street, Providence, RI 02903

(Required)

Submit Save for Later Cancel

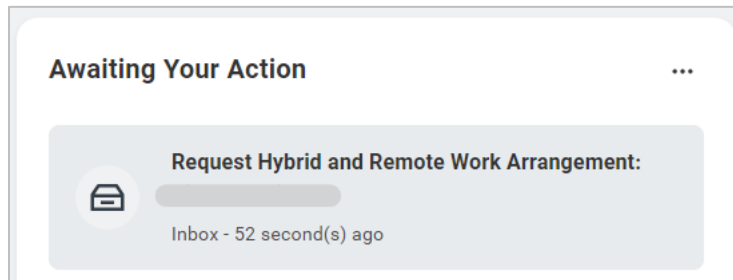
The request will go to your primary supervisor and Human Resources for review/decision.

- Important Note:
 - If you are requesting an initial Remote Work Arrangement, your request requires additional approval in accordance with the Hybrid and Remote Work Policy. You will be notified once a decision has been made regarding your Remote Work Exception Request. The arrangement is not considered final until approval has been documented and all electronic signatures on the agreement are complete.

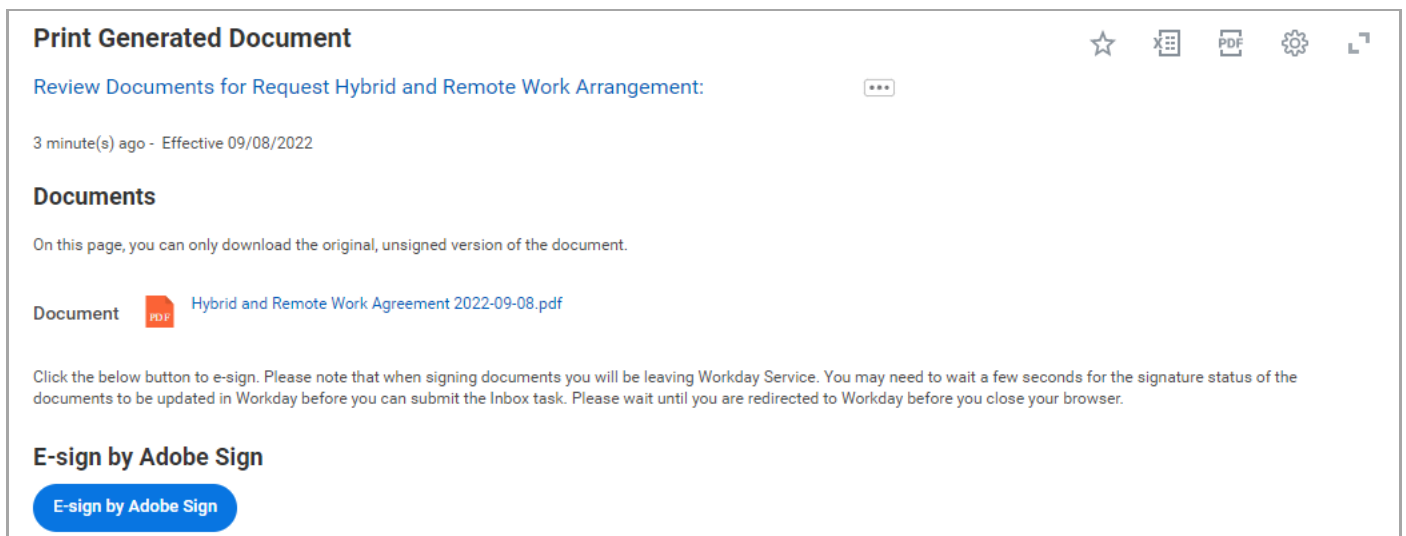
Hybrid and Remote Work Arrangements Employee Tasks

Following approval of a hybrid or remote work request, you will be directed to sign the Hybrid and Remote Work Agreement in Workday.

Select the 'Request Hybrid and Remote Work Arrangement' task in your inbox.



Click the E-sign by Adobe Sign button.

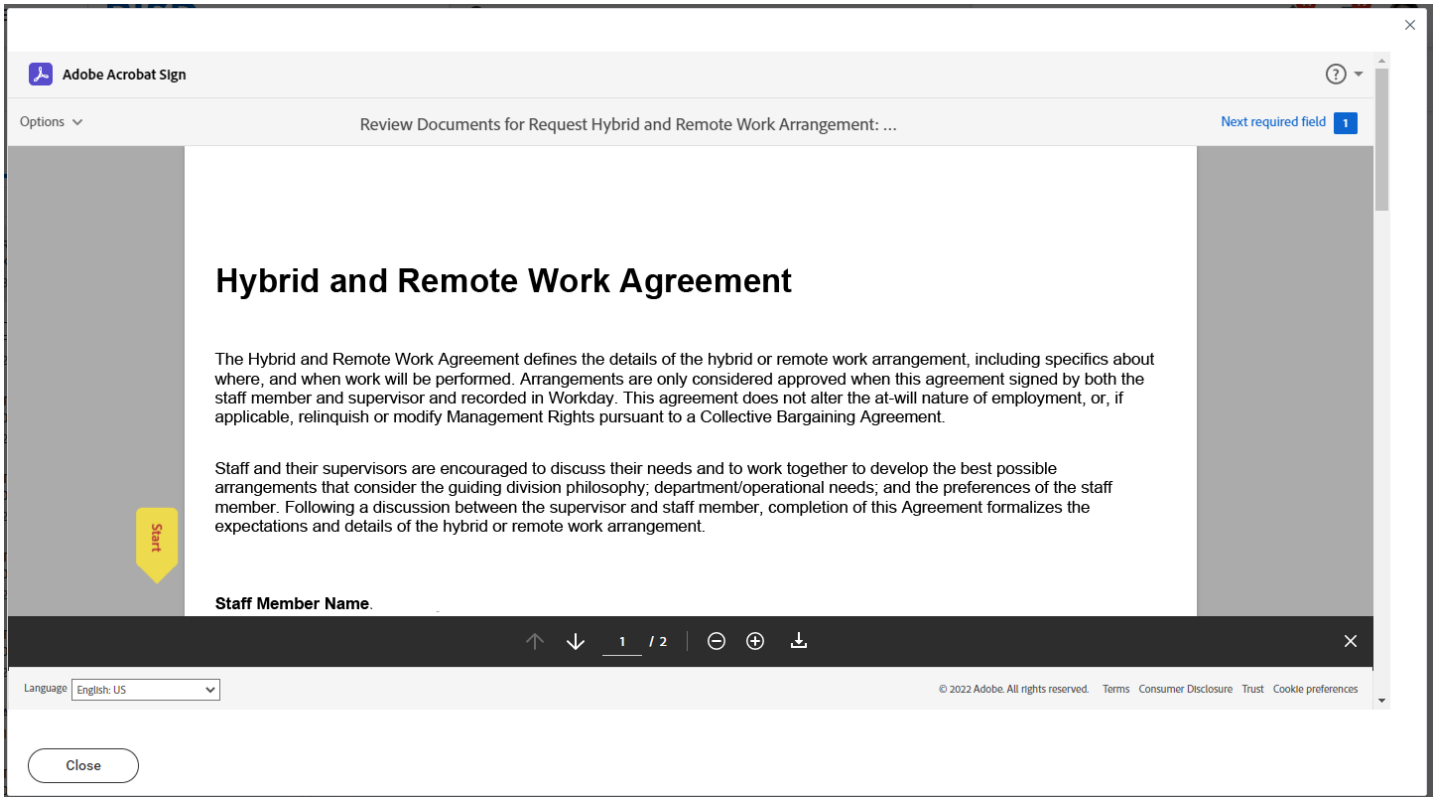


You will be directed to Adobe Acrobat Sign.

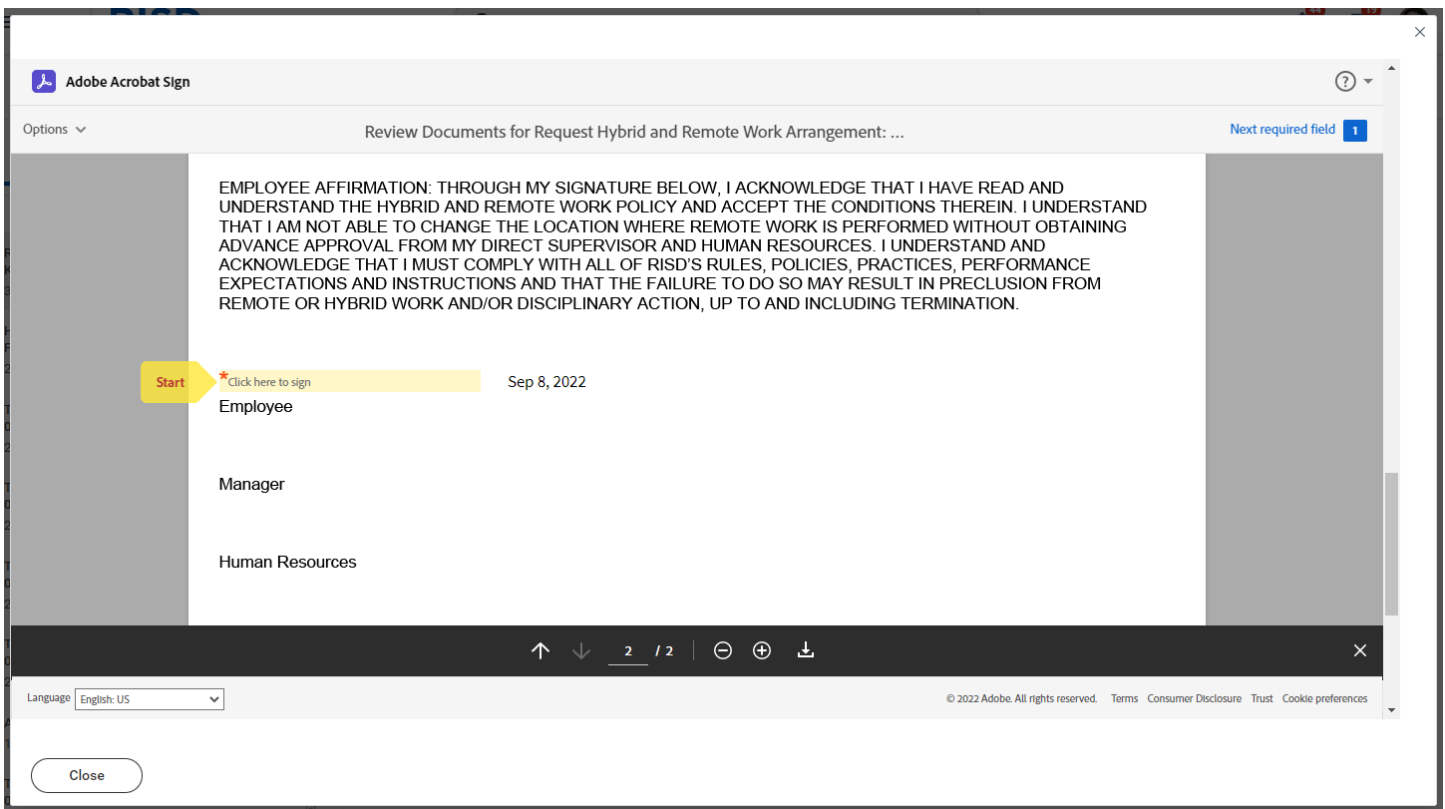
Read the Hybrid and Remote Work Agreement.

Click 'Start' to move to signature area or scroll to end of document.

Hybrid and Remote Work Arrangements Employee Tasks

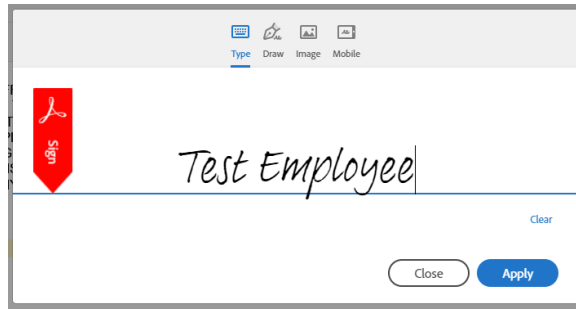


To sign the document, click in the highlighted area. (*Click here to sign)

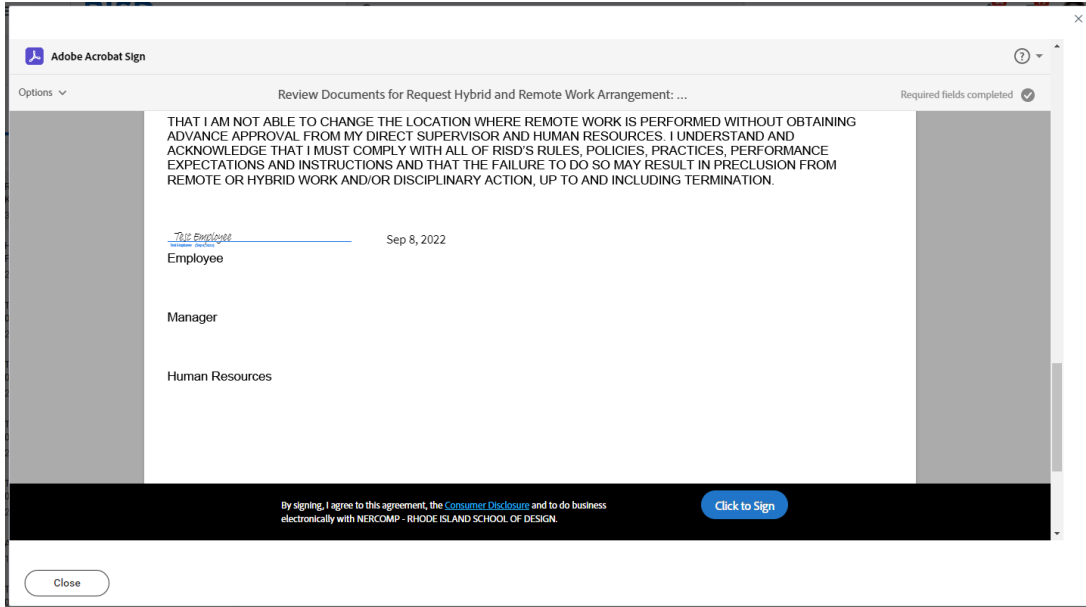


Your name will automatically appear in the signature text box. Click 'Apply' to use the defaulted signature or, if necessary, edit your name then click 'Apply'.

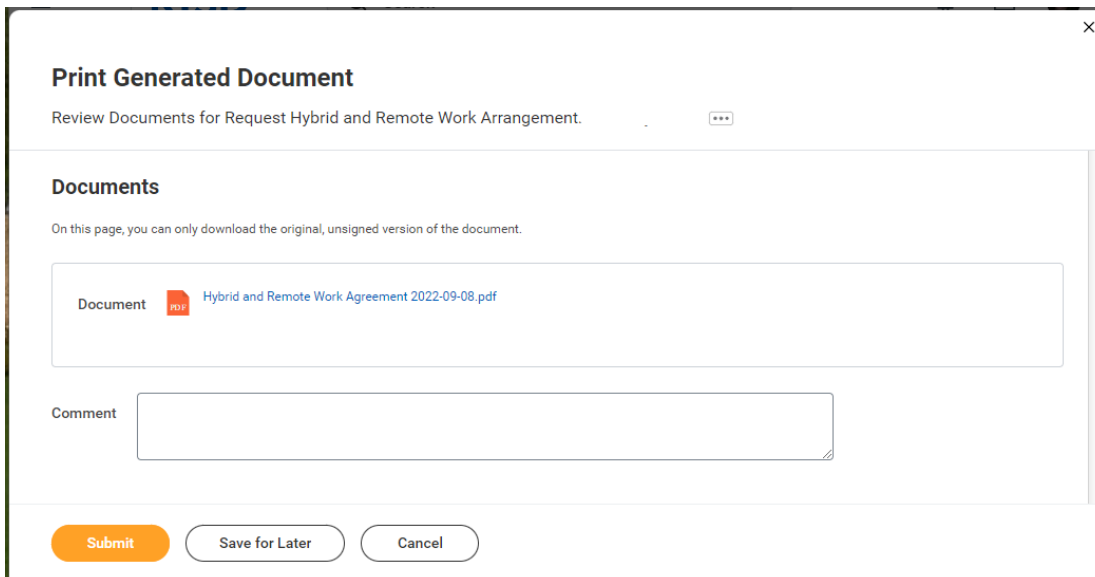
Hybrid and Remote Work Arrangements Employee Tasks



Click the 'Click to Sign' button at the bottom to complete your signature.



Click 'Submit' in Workday.



Click 'Done'.

The document will be routed to your supervisor and Human Resources for signatures.

The arrangement is not considered final until approval has been documented and all electronic signatures on the agreement are complete.

Hybrid and Remote Work Arrangements Employee Tasks

A Workday notification will be sent once all signatures are complete.

Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Request Hybrid and Remote Work Arrangement:

7 minute(s) ago

Your request for a hybrid or remote work arrangement has been approved. Please contact your supervisor or HR Partner for further information.

[Details](#) [Request Hybrid and Remote Work Arrangement:](#)

The Hybrid and Remote Work Arrangement *details* can be viewed on the Employee Profile.

- From the employee profile, select 'Job' on the side bar and 'Hybrid and Remote Work Arrangements' from the top

Job Details | Manager History | Management Chain | **Hybrid and Remote Work Arrangements** | Organizations | Support Roles | Service Dates | Worker History

Request Hybrid and Remote Work...

4 Items

Type	Position	Supervisory Organization	Start Date	Days per Week	Days of the Week	Proposed End Date	Available Actions
Hybrid-Flexible > Flexible Schedule	Manager,		09/09/2022			06/30/2023	End

Hybrid and Remote Work Agreement *agreement* can also be viewed on the Employee Profile.

- From the employee profile, select 'Personal' on the side bar and 'Documents' from the top

Personal Information | Vaccinations | Workplace Tests | Emergency Contacts | IDs | **Documents** | My Job Applications

Generated Documents: 1 Item

Document	Signature Type	Signed By	Signature Date	Uploaded Document
Hybrid and Remote Work Agreement 2022-09-08.pdf	E-sign by Adobe Sign		09/08/2022 03:14:19 PM	Hybrid and Remote Work Agreement_uploaded